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Cap. 2

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

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U.S. DEPARTMENT OF AGRICULTURE

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-34

Supplement No. 1

To: Washington Finance and Accounts Division
Chiefs, Regional Fiscal Divisions

From: H. O. Hart, Chief, Accounting Management Section,
Finance and Accounts Division

Subject: Disbursing Office Citations on Payrolls

Finance and Accounts Division Memorandum No. B-34 established the practice of immediately placing on the Food Distribution Administration payroll the name of an employee who has transferred within the Department or from other Government agencies in order to facilitate the salary payment to the individual.

This practice is to be continued; however, the involved Regional Fiscal Division must, to make certain that dual compensation does not exist, and at the earliest date possible, obtain from the employee's last place of employment the last paid information and check it against the payroll of this Bureau on which the name of the employee appeared for the first time.

In case of dual compensation, the Regional Fiscal Division concerned shall take the necessary steps to adjust the matter.

H. O. Hart

B-113

